

## **CATCH REPORT INSTRUCTIONS**

Before completing the enclosed Catch Report(s), carefully read all of these instructions. If you have any questions concerning the catch report, contact the Division's Statistics Project at 978 282-0308 (Gloucester). If you have questions about your permit, contact the permitting staff at 617-626-1520 (Boston).

### **EVEN IF YOU DID NOT FISH UNDER THIS PERMIT OR DO NOT PLAN TO RENEW YOUR PERMIT, YOU ARE STILL REQUIRED TO SUBMIT A CATCH REPORT FOR THE PREVIOUS YEAR'S ACTIVITIES & HARVEST.**

Accurate statistics are important to you and the Division. They help us to manage the fishery, guide us in evaluating legislation and assist us in interacting with interstate and federal management agencies concerned with proper use of the resource. It is in your best interests to be as accurate as possible when you fill out your catch report. All information collected by the Division is kept strictly confidential and is only reported in aggregate form.

Fill out all items that apply in the spaces provided. Reports are entered in agency computer systems; those that are incomplete or improperly filled-out may cause a delay in the renewal of your permit. PLEASE PRINT CLEARLY. Be sure that you have SIGNED and DATED the report. **Any report lacking information or a signature will be returned to you along with your renewal application and fee.**

### **IDENTIFICATION:**

Fill in your DMF ID number, permit number and name as it appears on your permit. The permit number, in most cases, is the last 4 digits of your Social Security Number; the DMF ID number is the 6-digit number (including leading zeros). Also fill in your mailing & email addresses and telephone number; please make sure they are up-to-date.

### **CATCH STATUS:**

If you DID NOT FISH this permit during the previous year, CHECK THE BOX, SIGN YOUR NAME, DATE IT at the bottom, and return it immediately to the Division. You need not submit further information on the catch report.

**Shellfish reports** – if you harvested **ONLY** OCEAN QUAHOGS, SURF CLAMS or SEA SCALLOPS under the authority of a federal or state permit, indicate so and sign and date the report. These landings should be reported to other entities.

If you DID FISH this permit during the previous year, complete BOTH SIDES of the catch report as accurately as possible.

### **GEAR – SHELLFISH REPORT:**

If you owned shellfishing gear, indicate the type of gear, the quantity and the current total value of this gear. In other

words, if you owned two rakes that were used to harvest shellfish, you would answer "Rake" for type of gear, "2" for number, and the current value for BOTH rakes combined. Do not list accessories (i.e. baskets, waders, gloves etc.), only the specific gear used to actually harvest the shellfish (i.e. rake, plunger, dredge, pot etc.)

### **PORT(S) OF LANDING:**

If you landed your catch in more than one port, list each port on a separate line and indicate the percentage of your total catch landed in each port.

### **VESSELS – SHELLFISH REPORT:**

This section should be filled-out by the principal vessel user ONLY. If you are fishing on another permitted vessel, you should leave this part blank. If you are the principal user, fill in the vessel name, it's length, homeport, whether it is a power boat or not, it's estimated value and the percent you use it for shellfishing only. If you have more than one vessel which is used for fishing, power boat or not (including tenders and row boats), fill in the information in the second vessel space.

### **FUEL – SHELLFISH REPORT:**

Total gallons of fuel used for the year for shellfishing.

### **TOTAL EMPLOYMENT – SHELLFISH REPORT:**

Fill in the number of people, including yourself, who were employed on your vessel in the previous year. If you fished on another permitted vessel and, that vessel is reported on a different report, indicate the number involved in your business only.

### **EFFORT – SHELLFISH REPORT:**

Indicate the number of days during the previous year that you harvested shellfish.

Indicate the average number of hours spent shellfishing per day. Estimate to the best of your abilities if you do not know exactly.

### **DEALERS SOLD TO:**

List all dealers sold to, including their permit number, estimating the percent of catch sold to each. If you sold your catch retail, include yourself as a dealer.

### **SHELLFISH HARVEST TABLE:**

Complete the Harvest Table by filling in the amount of each species harvested and circling the appropriate unit of measure (bushels, pounds or pieces in shell weight or pounds meat weight). List landings of Conch that were only caught by non-trap harvest methods, a separate catch report must be filed by permitted conch potmen. If you harvested a species not listed, specify that species name under "Other".

Indicate how the shellfish was taken under "Gear Used to Harvest Shellfish" (i.e. rake, dredge etc.) and from which

Designated Shellfish Growing Area it was taken in addition to the City, Town or Body of Water. If the shellfish was harvested outside of town waters (Nantucket Sound, Vineyard Sound, Cape Cod Bay, Buzzards Bay) list that body of water. If the shellfish was harvested outside of territorial waters, list "Offshore".

### **AREA(S) FISHED – ALL REPORTS EXCEPT SHELLFISH:**

Use the enclosed map of Statistical Reporting Areas to list the percent of catch by month and area. If you fished in more than one area, estimate the percent caught from each area. DO NOT USE LOBSTER MANAGEMENT AREA MAP on permit application to indicate areas.

### **HARVEST TABLE – ALL REPORTS EXCEPT SHELLFISH:**

- ♦ **AMOUNT HARVESTED:** All pounds harvested under your permit including those that were sold or kept for personal consumption.
- ♦ **MAX GEAR IN WATER:** List the maximum number of gear (pots or half nets) fished at any one time during the month. Include gear that was not fished but remained in the water.
- ♦ **AVERAGE SET-OVER DAYS:** trap fishermen only; list the average number of days traps were set between hauls during the month. Below is a simple formula for set-over days.

Average Set-Over Day =

$$\frac{\text{Maximum \# Traps in Water}}{\text{Ave Traps Hauled per Trip}} \times \frac{\text{\# Days in Month}}{\text{\# Trips for Month}}$$

- ♦ **AVERAGE GEAR HAULED PER TRIP WHEN FISHING:** list the average number of gear you hauled per trip. The average can be computed by adding all hauls for the month and dividing by the number of trips for that month.
- ♦ **TOTAL TRIPS DURING MONTH WHEN GEAR HAULED:** list the number of trips during each month when gear was hauled.

### **LISTSERV: MARINFISHERIES' E-MAIL SERVICE:**

**Join MarineFisheries' e-mail service to be notified of any regulatory changes or pertinent information. Send an e-mail (with nothing in the subject or body) to:**

**join-marinefisheries@listserv.state.ma.us**

If you questions about your permit, call the Boston Office at: (617) 626-1520.

If you questions about the catch report, call the Gloucester Office at: (978) 282-0308.